



Overview (cont'd)

Materials

Ensure these materials are available to the Finance/Administration Section during an incident.

- Computer kit
- Telephone directory
- ICS forms catalog
- Administrative kit (pens, pencils, etc.)
- Procurement Request forms
- Procurement Log
- CG 5136 (Automated Series)

General Information

The Finance/Administration Section must work closely with all sections to ensure all costs are documented. They must fiscally manage the incident to include claims processing, contracting, and administrative functions.



Staffed Finance/Administration Section

General Tasks

Below is a general task checklist that should be completed as soon as possible after being assigned to an incident.

STEP	ACTION							
1.	Receive assignment							
2.	Upon arrival at the incident, check-in at the Incident Command Post							
3.	Obtain an initial brief from Incident Commander (IC) <ul style="list-style-type: none"> • Size and complexity of incident • Expectations of the IC • Incident objectives • Agencies/organizations/stakeholders involved • Incident activities/situation • Special concerns and Fiscal Limitations 							
4.	Review ICS 201 or Initial Action Plan (IAP)							
5.	Maintain a detailed Finance/Admin Section Unit Activity Log (ICS 214) NOTE: Log should contain enough detail to reconstruct all events.							
6.	Establish a work location <ul style="list-style-type: none"> • Accessible • Adequate space • Close to Logistics Section • Have communications capability 							
7.	Acquire work materials from page 2							
8.	Determine resource needs for the section <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>IF</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Inadequate</td> <td>Submit requests thru logistics section & continue with next step</td> </tr> <tr> <td>Adequate</td> <td>Go to next step</td> </tr> </tbody> </table>	IF	Then	Inadequate	Submit requests thru logistics section & continue with next step	Adequate	Go to next step	
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Inadequate	Submit requests thru logistics section & continue with next step							
Adequate	Go to next step							
9.	Organize, assign, and brief subordinates							

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Staffed Finance/Administration Section (Cont'd)

**General Tasks
(Cont'd)**

General tasks continued from the previous page.

STEP	ACTION											
10.	Brief section personnel on mission/functions/ responsibilities <ul style="list-style-type: none"> • Provide overview of incident • Provide overview of Finance/Administration Section responsibilities • Emphasize accuracy of required information <table border="1" data-bbox="630 781 1263 1255"> <thead> <tr> <th data-bbox="630 781 930 833">Position</th> <th data-bbox="930 781 1263 833">Responsibilities</th> </tr> </thead> <tbody> <tr> <td data-bbox="630 833 930 1001">Procurement Unit Leader</td> <td data-bbox="930 833 1263 1001">Administer financial and vendor contracts Act as Contracting Officer</td> </tr> <tr> <td data-bbox="630 1001 930 1085">Time Unit Leader</td> <td data-bbox="930 1001 1263 1085">Equipment and personnel time recording</td> </tr> <tr> <td data-bbox="630 1085 930 1169">Claims Unit Leader</td> <td data-bbox="930 1085 1263 1169">Provide claims processing</td> </tr> <tr> <td data-bbox="630 1169 930 1253">Cost Unit Leader</td> <td data-bbox="930 1169 1263 1253">Financial analysis and ceiling management</td> </tr> </tbody> </table>	Position	Responsibilities	Procurement Unit Leader	Administer financial and vendor contracts Act as Contracting Officer	Time Unit Leader	Equipment and personnel time recording	Claims Unit Leader	Provide claims processing	Cost Unit Leader	Financial analysis and ceiling management	
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Cost Unit Leader	Financial analysis and ceiling management											
11.	Determine funding sources for incident											
12.	Identify/publish avenues for claim processing <ul style="list-style-type: none"> • Consult with MLC Legal/PPFC • Establish and post numbers and points of contact • Publish in local media 											
13.	Track, stay aware of incident expansion / contraction due to changes in conditions, meeting of objectives											
14.	Complete forms and reports required of the assigned position and send material through supervisor to Documentation Unit											

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Staffed Finance/Administration Section (Cont'd)

**Finance/
Administration
Section Forms**

Below is a table that provides forms used by the Finance/Administration Section.

Form number	Name
ICS 214	Unit Log
CG 5136A	Pollution Incident Daily Resource Report (Summary)
CG 5136B	Pollution Incident Daily Resource Report (Government Personnel)
CG 5136C	Pollution Incident Daily Resource Report (Government Equipment)
CG 5136D	Pollution Incident Daily Resource Report (Purchases, Travel, Contractor expendables)
CG 5136E	Pollution Incident Daily Resource Report (Short Form, less than 25K)
CG 5136F	Pollution Incident Daily Resource Report (Ceiling Management)
<p>NOTES:</p> <ol style="list-style-type: none"> 1. All CG 5136 series forms can be found in the NPFC Reference Guide. All forms available from NPFC on disk. 2. All necessary forms must be completed with current available data prior to the end of each operational period. 3. Submit finance paperwork to appropriate (incident specific) agency/office 	

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Incremental and Cost Summaries

Tasks

The Finance/Administration Section Chief is responsible for tracking and reporting all costs incurred during the response.

STEP	ACTION																			
1.	Collect cost data from applicable ICS sections <table border="1" data-bbox="678 569 1263 1381"> <thead> <tr> <th data-bbox="686 569 954 615">Data</th> <th data-bbox="954 569 1263 615">Source</th> </tr> </thead> <tbody> <tr> <td data-bbox="686 615 954 695">Government personnel, rank, unit</td> <td data-bbox="954 615 1263 695">Planning Section/ Resource Unit Leader</td> </tr> <tr> <td data-bbox="686 695 954 774">Government Equipment</td> <td data-bbox="954 695 1263 774">Planning Section/ Resource Unit Leader</td> </tr> <tr> <td data-bbox="686 774 954 854">Government Vehicles</td> <td data-bbox="954 774 1263 854">Planning Section/ Resource Unit Leader</td> </tr> <tr> <td data-bbox="686 854 954 934">Government Boats</td> <td data-bbox="954 854 1263 934">Planning Section/ Resource Unit Leader</td> </tr> <tr> <td data-bbox="686 934 954 1014">Government Cutters</td> <td data-bbox="954 934 1263 1014">Planning Section/ Resource Unit Leader</td> </tr> <tr> <td data-bbox="686 1014 954 1094">Government aircraft</td> <td data-bbox="954 1014 1263 1094">Planning Section/ Resource Unit Leader</td> </tr> <tr> <td data-bbox="686 1094 954 1236">Commercial contracts</td> <td data-bbox="954 1094 1263 1236">Finance/Administration Section/ Procurement Unit Leader</td> </tr> <tr> <td data-bbox="686 1236 954 1381">Pollution Removal Funding Authorization (PRFA)*</td> <td data-bbox="954 1236 1263 1381">IC/Liaison Officer</td> </tr> </tbody> </table> <p data-bbox="646 1392 1263 1524">NOTE: Refer to http://www.uscg.mil/hq/g-s/g-si/g-sii/dpri/dprindex.htm for standard rate tables. The complete rate standards are found in COMDTINST 7310.1 (series).</p> <p data-bbox="646 1535 1068 1570">*NOTE: Pollution Incident specific</p>	Data	Source	Government personnel, rank, unit	Planning Section/ Resource Unit Leader	Government Equipment	Planning Section/ Resource Unit Leader	Government Vehicles	Planning Section/ Resource Unit Leader	Government Boats	Planning Section/ Resource Unit Leader	Government Cutters	Planning Section/ Resource Unit Leader	Government aircraft	Planning Section/ Resource Unit Leader	Commercial contracts	Finance/Administration Section/ Procurement Unit Leader	Pollution Removal Funding Authorization (PRFA)*	IC/Liaison Officer	
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Pollution Removal Funding Authorization (PRFA)*	IC/Liaison Officer																			
2.	Enter collected data into automated system <ul data-bbox="649 1612 1263 1713" style="list-style-type: none"> • Ensure appropriate categories are assigned in accordance with CG 5136F (Environmental Response Ceiling Management Form) 																			

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Incremental and Cost Summaries (Cont'd)

Tasks (Cont'd)

The checklist for tracking and reporting incident costs is continued below.

STEP	ACTION	
3.	Process procurement requests (PR) and Pollution Removal Funding Authorizations (PRFA) Requests are originated by: <ul style="list-style-type: none"> • Logistics section • IC / LO - PRFA (pollution incidents only) 	
4.	Develop operational period cost summary report and distribute to: <ul style="list-style-type: none"> • Incident Commander/Unified Command • All Section Chiefs • Situation Unit Leader • Documentation Unit Leader 	

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Contracts for Supplies and Services

Tasks

The Finance/Administration Section Chief must issue various obligation documents and ensure that incident response money is spent wisely.

STEP	ACTION	
1.	Create accounts in Large Unit Financial System (LUFS) for Type I obligations	
2.	Enter all obligations in LUFS and transmit to the Finance/Administration Center <ul style="list-style-type: none"> • Travel orders • Commercial contracts • Purchase orders • Credit card transactions • PRFAs and other funds obligations documents 	
3.	Submit cost saving recommendations to the Federal On Scene Coordinator as appropriate <i>Example: Use of government sources and contracts</i>	



Section Demobilized

Tasks

Below are responsibilities applicable to all ICS personnel.

STEP	ACTION	
1.	Provide input to the Demobilization Plan <ul style="list-style-type: none"> • Lead times • Identify high cost resources • Equipment release considerations 	
2.	Demobilize section and transfer all functions and the completed financial documentation to FOSC staff	
3.	Debrief the section <ul style="list-style-type: none"> • Participate in incident management team debriefing • Participate in closeout session • Brief replacement if necessary 	
4.	Provide Supply Unit Leader with a list of supplies to be replenished	
5.	Forward all Section documentation to Documentation Unit	
6.	Complete Check-out Sheet	



Information Exchange Matrix

Inputs/Outputs

Below is an input/output matrix to assist the Finance/Administration Section Chief with obtaining information from other ICS positions and providing information to ICS positions.

MEET With	WHEN	FSC OBTAINS	FSC PROVIDES
Incident Commander	Check in Initial brief OPS brief	Incident status IC priorities, goals and objections Instructions concerning Finance/Administration Section priorities Meeting time frames Permission from IC to raise ceiling as needed ICS 201 information Motivational remarks	Financial reports
Finance/Administration Section Personnel	Upon arrival at incident and when ordered personnel arrive on-scene	List of names Qualifications	Assignments Tasking Incident status Check-in procedures
Liaison Officer	Planning meeting	OGA documentation (PRFA), i.e. purpose and estimated cost	Update on finance concerns Financial reports
Planning Section Chief	Planning meeting Ops brief	Proposed Incident Action Plan Briefing on situation Review IC/UC objectives	
All Sections	Initial brief End of operational period	List of names, other information for personnel requiring orders Any financial concerns	Travel order numbers (TONOS) Accounting data Operational period financing summary report/projections

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Information Exchange Matrix (continued)

Inputs/Outputs

MEET With	WHEN	FSC OBTAINS	FSC PROVIDES
Resource Unit Leader	As needed	Check-in list from ICS 211 Resource status Copies of travel orders	
Logistics Sections Chief	As needed	Procurement requests	Funds availability Status of deliverables
Situation Unit Leader	Planning Meeting	Future projections for incident	